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4 August 1964

MEMORANDUM FOR: ^{25X1} [] MD/CR

SUBJECT : DARE Costs

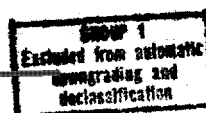
REFERENCE : SA/AD/CR memo dated 16 July 1964;
same subject

1. When OCR changes over to the "DARE" System of reproducing first pages of documents on "Intellofax" cards in lieu of the typec multilith mats, the Document Division will realize savings of personnel in two (2) ways:

- a. Time of eight (8) typists in typing and verifying multilith mats.
- b. Time of analysts (coders) for expanding titles for single page documents. The amount of time is "guesstimated" as the equivalent of about one-half a person. The expansion of titles for multi-page documents, if appropriate, will continue as at present except that more pains (and therefore more time) in writing the expansions will be required for reproduction purposes. The writing of abstracts will be discontinued.

2. At the present time we have nine (9) typists on board and a T/O of six (6) (a cut of 4 T/O typist slots has already been made). The T/O of six (6) has been retained because it is estimated that four (4) slots will be transferred to Machine Division when the DARE Operation begins and two (2) slots will remain in Document Division for purpose of typing bibliographic references for publications which are not included in the DARE System. The AD/CR has been advised that in order to meet an additional T/O cut, one of the remaining slots may be eliminated by creating flexibility between the "justowriter" job and the "bibliographic" job in the IPI section.

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3. The preparation of the NODEX documents for the DARE Operation is accomplished by one (1) GS-4 clerk typist. This chore resulted in a savings over a year ago of the equivalent of 1 1/2 typists. However, this does not affect our present T/O of six (6) inasmuch as the T/O was adjusted for this some time ago. It is contemplated that the job of preparing NODEX documents for DARE reproduction will be transferred to the Machine Division along with the four (4) typist jobs when the DARE Operation for Intellofax begins operation.

4. It is hoped the relatively small space occupied by the Typing Unit can be used by the IPI and the Indexing Section for elbow room which they sorely need. The IPI will be getting another Justo-writer soon and together with the additional typist will require about 1/2 the present area used by the Typing Section; the Indexing Section can use the balance of the space for the Office of the Chief, Indexing Section which presently juts into the analysts' area causing overcrowding.

5. In addition to personnel, the Document Division will save the cost of multilith mats and the special IBM typewriters used in preparing the mats.

6. I assume you will include the savings which will result in PSD when printing of the Intellofax cards from multilith mats is discontinued.

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Chief, Document Division

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